

## **HAMPDEN COUNTY REGIONAL RETIREMENT BOARD**

**67 Hunt Street Suite 116'**

**Agawam, MA 01001**

### **ASSISTANT DIRECTOR**

This is a responsible, supervisory position, in helping to direct the activities of the Retirement System for the retirees, beneficiaries, and active members of the system. This position works under the Executive Director's guidance and reports directly to the Executive Director. This position will perform the duties of the Executive Director in their absence. The Assistant Director position requires excellent mathematical, written, and verbal communication skills. Knowledge of and experience with M.G.L. Chapter 32, P.E.R.A.C. rules and regulations.

### **ESSENTIAL TASKS**

- In the absence of the Executive Director, the Assistant Director will assume the responsibility for the administration and day to day operations of the Retirement System in compliance with the provisions of M.G.L., Chapter 32, P.E.R.A.C. Regulations and Board Policy.
- Must be able to perform supervisory and administrative duties to assist the Executive Director with the management of the office and to maintain order within the office.
- Works under the direction of the Executive Director and follows Retirement Board rules, regulations and policies to perform the necessary work in discharging the day-to-day responsibilities of the office, and any other related work that may be required.
- Must maintain confidentiality of all records and conversations regarding all members, retirees, and survivors.
- Assists in the training of the retirement staff in the operational procedures of the system as needed.
- Responsibilities include:
  - Attending monthly Board meetings to record the minutes.
  - Assists with the preparation for Board meetings.
  - Retirement counseling for members and retirees to include a breakdown of their benefits and rights under retirement law, MGL Chapter 32 and P.E.R.A.C. regulations.
  - Maintain accurate individual and unit records for active and inactive members of the individual member units of the system.
  - Must be able to assist the Payroll Administrator when needed and oversee that all payroll processes are continuously and accurately completed.

- Assists with preparing Disability Information for Board Meetings which include putting all information into Prosper, working with P.E.R.A.C., the members and employers by accepting and processing the applications.
- Must be able to process expense warrants and oversee the processing of refunds, transfers, and final pays.
- Assists with deposits of federal tax withholdings to the IRS and the submission of all year-end reports to the IRS.
- Assist with completing the 1099R's for the Retirees, Survivors, Refunds, and Option B Refunds. Must also assist with the review of the taxable portions of retirement allowances.
- Assist with maintaining the financial records of the retirement system; including general ledger, journal, and trial balance, maintain records of all cash receipts and reports and prepares financial reports in accordance with the state regulations.
- Assists with reconciliation of all cash statements on a monthly and yearly basis.
- Assists with overseeing the customer service that is provided to the Members and to the Retirees daily.
- Assists in overseeing the importing and balancing of the members unit's retirement deductions.
- Must be ready and willing to assist in any projects and duties in the office under the direction of the Executive Director.

### **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's Degree in accounting or business from an accredited college or university or a minimum of 5 years of related experience with MGL Chapter 32 & P.E.R.A.C. Regulations.
- Must be able to follow instructions and function independently.
- Must be accurate, detailed oriented, flexible, and able to handle a multitude of tasks.
- Strong attention to detail, verbal, and written communication skills.
- Ability to troubleshoot and resolve matters.
- Excellent working knowledge and proficient use of computers, including Microsoft Word, Excel, and PowerPoint.
- This position requires maintaining confidentiality.

### **WORK SCHEDULE**

- Monday through Friday 8:00 A.M. to 4:00 P.M.

**Salary Range:** 65,000.00 to 70,000.00

**Please email resume to [jbartley@hcrb.org](mailto:jbartley@hcrb.org) by October 29, 2021**